

JOB OPPORTUNITY

STATE OF HAWAII

DLIR

Department of Labor and Industrial Relations
830 Punchbowl Street, Room 312
Honolulu, Hawaii 96813 Phone (808) 586-9040

Opening Date: August 21, 2005
Amended: February 2006

Recruitment Number: 603
Class Code: 2159:041890:23

Last Day to File Application: Continuous Recruitment Until Needs Are Met

OCCUPATIONAL SAFETY AND HEALTH PROGRAM SPECIALIST V

\$3,942 Per Month (SR-24)

(Salary Reflects Shortage Category Differential)

OAHU (Downtown Honolulu) Employment Only

Job Duties: Plan, supervise, coordinate and conduct program development and evaluation activities relating to all aspects of a statewide OSH program; recommend and assist management in implementing new, improved or remedial plans of action; direct the development and revision of policies, rules and regulations, procedures and guidelines; advise on and coordinates budget formulation and expenditure plans, and perform other related duties as assigned.

Experience Requirement: Except for the substitutions provided for in this specification, applicants must have had progressively responsible work experience of the type, quality and amount described below.

General Experience: Four years of progressively responsible administrative, professional, technical, or other responsible work which requires a high degree of analytical skill. Such experience would normally involve reading, comprehending, interpreting, and evaluating technical subjects, analysis or proposals, and applying problem solving methods and techniques, such as defining and analyzing problems, identifying and gathering appropriate facts, calculating alternative courses of action, and recommending courses of action.

Occupational Safety and Health Experience: Two and one-half years of work experience which demonstrates possession of knowledge of the Federal and/or State OSH laws, rules, regulations and standards. Possession of these kinds of knowledges may be demonstrated by, but not limited to, the following kinds of experience.

1. Inspecting work sites and/or environment for compliance with OSH laws, rules, and regulations; identifying hazards and suggesting and/or taking necessary corrective actions; and conducting occupational accident investigations.
2. Inspecting elevators and related equipment such as escalators, moving walks, lifts, etc., for compliance with OSH laws, rules, and regulations. Such experience must demonstrate that the applicant possesses a good working knowledge of trouble-shooting and repair techniques and

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procedures; tools and equipment used in repairing elevators and related equipment; and elevator safety laws, codes and regulations.

3. Inspecting boilers, pressure vessels, and other related equipment for compliance with safety code requirements such as design, construction, installation, operation and maintenance.
4. Experience in an occupational safety and/or occupational health program which involved the preparation and teaching of occupational safety and/or health courses on the application of OSH laws, rules and standards.
5. Experience in an occupational safety and/or health program which involved the provision of advisory, informational, and educational services to public and private agencies, promoting voluntary compliance with OSH laws, rules and standards.
6. Experience in an occupational safety and/or occupational health program which involved laboratory analysis and interpretation of data and samples to determine whether health hazards exists for means of eliminating health hazards and for compliance with occupational health standards.

Program Specialist Experience: One year of professional work experience which required making analyses, evaluations or other substantive determinations with regard to current or projected operating programs. The experience may have been gained as a supervisor/manager/administrator or program analyst/planner or other management advisor but must have involved performing professional work concerned with program interrelationships, effectiveness or intraprogram integration. It must further have demonstrated a high degree of analytical skill involving the ability to identify information needs, collect and analyze data, identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action and the ability to read, comprehend and interpret complex material such as State statutes and/or Federal regulations and draft comprehensive reports of findings and conclusions. Examples of persons performing this type of work in a staff agency or office are program evaluation, program budget or organizational/management analysts; examples of persons in direct services programs are a staff assistant to the administrator of a program responsible for analyzing the assigned program area and recommending improvements in operations, or methods of implementing the program for greater effectiveness and the like or a supervisor whose work regularly included evaluating and monitoring the progress of the assigned program area, preparing progress reports, identifying problem areas and taking steps or recommending actions to resolve them and preparing plans for the assigned program or function.

Supervisory Experience: Applicants must demonstrate supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Supplemental Form: Applicants must submit at the time of application the Supplement to the Application for the Occupational Safety and Health Program Specialist V.

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Non-Qualifying Experience: Work as a foreman or supervisor who is primarily concerned with the assignment and completion of work and incidentally assigned responsibility for the safety of subordinates; or has incidental assignments to safety committees; or work experience in fields of safety and/or health other than occupational safety and/or health; e.g., traffic safety, nursing, etc., will not be considered qualifying of OSH Experience.

Substitutions Allowed:

Substitution of Education for General Experience: Successful study at an accredited college or university may be substituted for general experience at the rate of 30 semester credit hours for one year of general experience up to a maximum of four years.

Substitution of Education for OSH Experience:

1. Possession of a bachelor's degree from an accredited college or university with a major in occupational health, industrial hygiene, safety engineering or other closely related major which provided the applicant with knowledge of Federal and/or State OSH laws, rules, regulations and standards may be substituted for ½ year of the OSH experience.
2. Possession of a master's degree from an accredited college or university with a major in occupational health, industrial hygiene, safety engineering or other closely related major which provided the applicant with knowledge of Federal and/or State OSH laws, rules, regulations and standards may be substituted for 1-1/2 years of OSH experience.

Quality of Experience: Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate the ability to perform the duties of the position.

Physical Requirements: Applicants must be physically able to perform efficiently the duties of the position. Good distant vision in one eye, ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to distinguish colors are required. Ability to hear the conversational voice, with or without a hearing aid is required. In most instances an amputation of leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. Any physical condition which would cause the applicant to be a hazard to self or to others will disqualify for appointment. In addition, applicants must possess emotional mental stability.

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QUALITY OF EXPERIENCE: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. The overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position.

Unless specifically indicated, any required experience and education may not be gained concurrently. Recruitment and selection will not be delayed or invalidated due to failure of an applicant to provide accurate and complete information concerning qualifications or to await an appeal of a qualification or eligibility determination.

EXAMINATION: Unless otherwise specified in this job announcement, applicants must qualify on an appropriate examination designed to measure knowledge and skills necessary for satisfactory performance of the duties and responsibilities of this class of work.

The examination for this recruitment will be conducted on an unassembled basis where the examination score is based on an evaluation and rating of your education and experience. In order to be given the maximum creditable examination score, it is essential that applicants describe fully the duties and responsibilities of each position held. The information you provide will be used to determine whether you meet public employment requirements and the minimum qualification requirements specified in the Job Opportunity Announcement. To receive appropriate educational credit, submit a copy of your official transcript and/or diploma. If a specific degree and/or coursework is required, you must submit a copy of your office college transcript for verification.

MERIT OR CIVIL SERVICE SYSTEM: All applicants must meet minimum qualification requirements including education, experience, and other public employment requirements for State Civil Service employment.

Eligibles will be placed on an appropriate list and referred to the employing agency for consideration. Eligibles will be considered for hire based on their examination grade and availability for employment. The employing agency may select any one of the eligibles referred. The names of those not selected will be kept on an availability list for no less than the period indicated on the notification letter of employment eligibility.

CITIZENSHIP REQUIREMENT: You must be a citizen, permanent resident alien, national of the United States, or a non-citizen with unrestricted employment authorization from the U.S. Immigration & Naturalization Service. Evidence verifying status and employment authorization in the United States must be provided at the time of appointment.

RESIDENCE REQUIREMENT: Hawaii Law require all state employees be Hawaii residents for the duration of their employment.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination. For certain job categories, an applicant may be referred to a State-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations shall be borne by the applicant and not the State of Hawaii.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodation on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

HOW TO APPLY: PERSONS WITH DISABILITY MAY CONTACT THE DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS (DLIR) PERSONNEL OFFICE AT THE ADDRESS LISTED BELOW TO DISCUSS SPECIAL NEEDS IN APPLYING. Auxiliary Aids and Services are available upon request. Call (808) 586-9040 [voice], (808) 586-8847 [TTY] or 1 (888) 569-6859 [TTY Neighbor Islands].

Submit applications to the **Department of Labor and Industrial Relations (DLIR)**, Personnel Office, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813. File applications immediately. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file. For recruitments indicating Continuous Recruitment Until Needs Are Met, the last day to file applications will be posted in our office.

Before submitting your application, please visit our website to determine if we are still accepting applications for this recruitment. Visit the DLIR website at <http://hawaii.gov/labor/jobs.shtml> to print the application packet which consists of the following documents:

1. Application for Civil Service Positions
2. A Job Opportunity Announcement with complete requirements and relevant substitutions
3. Employment Availability Information Form
4. Applicant Data Survey Form
5. Other required supplemental/supporting documents noted on the Job Opportunity Announcement

On Oahu, applications are available Monday-Friday, 7:45 a.m. – 4:30 p.m. at the DLIR Personnel Office, 830 Punchbowl Street, Room 312, and at the State Recruiting Office, 235 South Beretania St., 11th Floor. Applications are also available on Oahu and the neighbor islands through the DLIR Workforce Development Offices. You may also call the DLIR Personnel Office (808) 586-9040 to have an application packet mailed to you.

NOTIFICATION: Applicants will be notified, in writing, of their employment eligibility.

INTERNAL COMPLAINT (ADMINISTRATIVE REVIEW): If you do not agree with an action taken on your application, you should FIRST request an internal complaint (i.e., request a review) with the DLIR. Your internal complaint must be postmarked within seven (7) working days following the date of your notice and must be made in writing to the DLIR at the address listed on the front of this announcement. Your letter requesting the review must include: 1) the job title, recruitment number, and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request for a review. **If you do not submit your complaint/request within the seven work-day limit, no review will be conducted and you will have no further review or appeal rights.**

Appeal: If you do not agree with the internal complaint decision taken by the DLIR, you may appeal to the State Merit Appeals Board within 20 days from the date of the action on the internal complaint. Appeals to the Board must be in writing and sent to the following address: Merit Appeals Board, c/o Dept. of Human Resources Development, 235 S. Beretania St., Room 1303, Honolulu, HI 96813. A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment. **AN INTERNAL COMPLAINT MUST HAVE BEEN COMPLETED BEFORE REQUESTING AN APPEAL.**

EMPLOYMENT INTERVIEW RESUME: Please take a copy of your application and/or resume to employment interviews.